



Office of Management, Budget and Administration

The Office of Management, Budget and Administration (OMBA) provides the daily internal operations support for IDEM and ensures that the agency has the resources and support it needs to serve the citizens of Indiana. The office improved its management operations through the following activities:

- Providing better business services
- Improving financial information
- Expanding human resources services

Business Services

Business Services, which include Administrative Services, Information Technology and Purchasing, provides technical and administrative assistance to external and internal customers. In the past year, it has increased IDEM's utilization of minority vendors by 60 percent and shortened the Information Technology desk response times to assistance requests. Additionally,

Business Services developed and implemented a system to measure staff feedback and determine future efforts.

Financial Management

Improvements continue to be made by OMBA in the quality of on-line financial reports, and the backlog of final Financial Status Reports was eliminated during the 1999 fiscal year. In addition, the 1999-2001 budget was approved by the governor and state legislature in May 1999. Independent budgets were created for IDEM's three existing regional offices.

Human Resources Functions

IDEM Human Resources continually improves IDEM's work environment by attracting and retaining high caliber employees and focusing on continued education and professional development. Also, Human Resources expanded its recruitment efforts through increased participa-

tion in job fairs, university recruitment days and community and minority events. In addition, Human Resources improved turnaround times for its services.

Total IDEM Employment (as of June 1, 1999)

Employees :	
58%	Male
42%	Female
85%	Caucasian
15%	Minority
61%	Age Forty and Over

- Increased minority vendor utilization 60%
- Created independent budgets for regional offices
- Expanded employee recruitment efforts

Staffing Levels by Department

